

#102416

STAFF DISCIPLINE

The intent of this policy is to openly communicate the Division standards of conduct and job performance, particularly that which is considered undesirable, to all non-teaching employees as a means of avoiding their occurrence. The Division also believes that such a policy is necessary for the orderly operation of the Division, and for the protection and fair treatment of all employees. Employees are therefore urged to use reasonable judgment at all times, and to seek supervisory advice in any questionable situation.

The Division seeks to resolve conduct and performance problems in the most positive manner possible, such as through counselling, additional training or supervision, verbal cautions and the like. However, under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying an undesirable situation, the Division has established the procedures that follow.

To ensure the equitable processing of formal disciplinary actions the appropriate Manager, Human Resources should be consulted.

The Division expects all employees to comply with Divisional, departmental or school-based, as well as job-specific rules, policies, and procedures; and has high expectations for employee conduct as all employees act as role models for appropriate attendance, behaviour, and performance.

When a supervisor finds that an employee is displaying unacceptable performance, be it in the area of attendance, behaviour, overall job performance or any aspect of same, the supervisor is required to bring the problem to the attention of the employee immediately.

A meeting should be held with the employee, details of the concerns should be discussed, as well as expectations in regards to what would constitute improvement in performance. At this point the employee must be advised that his/her performance will be closely monitored and a lack of improvement will result in disciplinary action which could lead to dismissal.

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A written follow-up, reviewing the details of the meeting including the date and time and those present, should be given to the employee so as not to create any misunderstanding as to the concerns or expectations.

A time line for improvement should be established and a subsequent meeting arranged with the employee within three months time of the first meeting in order to review the employee's progress. The supervisor's ongoing review during the three month period must be documented.

At the next meeting the progress of the employee as seen by the supervisor should be reviewed with the employee thoroughly. If there has been a marked improvement then this must be communicated to the employee along with encouragement to continue at that level of performance.

If sufficient improvement has not been shown then disciplinary action should be implemented, as suggested below:

- written warning
- suspension without pay
- dismissal.

The actual progression of disciplinary action taken will depend on the seriousness of the infraction as well as the employee's work history. Certain incidents of a more serious nature may result in the immediate dismissal of an employee.

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